

## REGISTRATION SHEET

<b>IFB PMB-2016-37</b>	<b>FURNISH LAUNDRY SERVICES FOR ASSET MANAGEMENT PROJECT 38 ON THE ISLAND OF KAUAI</b>
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### INSTRUCTIONS

Please complete this IFB Registration Form and leave original at the respective office where you picked up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information. If this form is downloaded online with the IFB packet, please fax or email the form to Mr. Rick Sogawa, IFB Coordinator at (808) 832-6039 or rick.t.sogawa@hawaii.gov.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

<b>Pre-Bid Conference/Site Inspection:</b>	<b><u>Thursday, October 13, 2016</u></b> 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST), Hale Nana Kai O Kea Community Hall, 4850 Kawaihau Rd, Kapaa, HI 96746		
<b>Bid Offer Form Due Date:</b>	<b><u>Due before 10:00 a.m. HST, Friday, October 20, 2016</u></b> at the HPHA, Central Files Office, 1002 North School Street, Building D, Honolulu, HI 96817		
<b>Bid Opening:</b>	<b><u>Friday October 20, 2016</u></b>	At 10:15 a.m. at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817	
Date: _____			
<b>Company:</b> _____			
<b>Address:</b> _____ _____			
<b>Phone #:</b> _____		<b>Cell #:</b> _____	
<b>Fax #:</b> _____			
<b>Contact Person:</b> _____			

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*Signature of Person Picking Up Packet*

### REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Valid State/Federal Tax Clearance | <input checked="" type="checkbox"/> Corporate Resolution              |
| <input checked="" type="checkbox"/> DCCA Certificate of Good Standing | <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 |
|   | <input checked="" type="checkbox"/> HCE Certificate                   |

The following shall be submitted prior to the execution of the contract:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Valid State/Federal Tax Clearance | <input checked="" type="checkbox"/> Corporate Resolution              |
| <input checked="" type="checkbox"/> DCCA Certificate of Good Standing | <input checked="" type="checkbox"/> Certificate of Compliance LIR #27 |
| <input checked="" type="checkbox"/> Certificate of Insurance          | <input checked="" type="checkbox"/> HCE Certificate                   |
| <input type="checkbox"/> Other: _____                                 |   |